



State of Wisconsin • DEPARTMENT OF REVENUE

2135 Rimrock Road • P.O. BOX 8931 • MADISON, WISCONSIN 53708-8931
FAX (608) 266-2825 • <http://www.dor.state.wi.us>

September, 2006

TO: Candidates for Property Assessment Technician 3
Selected Areas

Thank you for expressing interest in working for the Department of Revenue. To provide you with a broader understanding of the positions, the official position description is attached (**please keep the position description for future reference**).

The enclosed Objective Inventory Questionnaire is a type of examination designed to obtain information about your qualifications and experience as they relate to the skills, training, and experience that are essential for successful job performance.

Please read the instructions carefully. **Be sure you sign and return the sheet marked "Affidavit Certification Statement" with your examination materials.**

Also included in this packet is **an application for State Employment form (which MUST be completed and returned)**.

The first step in this selection process will be a review of the completed questionnaires. The most highly qualified candidates from among those who complete the questionnaire will be invited to participate in the next step in the selection process. You may be asked to demonstrate or document the skill or experience level claimed on this questionnaire as part of the selection process.

Please mail completed application materials to Dianne Donlin; DOR; Bureau of Human Resources; 2135 Rimrock Road; P.O. Box 8931; #6-261; Madison, WI 53708-8931. Application materials must be received in our office no later than **4:30 p.m., October 11, 2006.**

Sincerely,

Dianne Donlin

Dianne Donlin
Human Resources Specialist
Telephone: (608) 266-2679

**PROPERTY ASSESSMENT TECHNICIAN 3
SELECTED AREAS
JOB ANNOUNCEMENT CODE: 06-03071**

HIRING ORGANIZATION: Department of Revenue (DOR); Division of State and Local Finance, Equalization Section. This employment register is being established to fill future vacancies that may occur in the next six to twelve months in Eau Claire (18); Fond du Lac (20); Green Bay (05); Madison (13); Milwaukee (41) and Wausau (37).

SALARY: Starting pay is \$15.144 per hour. Current state employees pay will be based on the rules that apply to compensation upon transfer, reinstatement or voluntary demotion transactions. The pay schedule is 06, range 13. This classification is included in the Technical Bargaining Unit. A six-month probationary period is required.

JOB DUTIES: Perform lead or primary technical property appraisal/assessment work providing support services to the professional appraisal/assessment staff in the central or district property tax office. Duties include a wide range of technical tasks involving the recording, collection, compilation and processing of data relating to the property appraisal/assessment functions.

KNOWLEDGE REQUIRED: Advanced property assessment technician techniques; basic mathematics necessary to compute totals, ratios, and percentages; data collection and record keeping; basic understanding of property tax law; time management skills; analytical skills; computer skills (especially Micro Soft Office); reading comprehension skills; interpersonal relations skills and written and oral communication skills and ability to train lower level staff.

SPECIAL REQUIREMENT: Assessor certification at the technician level is required within the first six months of employment.

APPLICATION INFORMATION: Save a stamp! Apply online at the WiscJobs website <http://wiscjobs.state.wi.us/public/>. You will create an account and complete an initial application. Use Advanced Search and search on the keyword field and enter Job Announcement Code 06-03071. There are questions that you will be asked to answer. Be sure to "Save Answer" after each question. Upon completion, "Save Answer" and "Finalize" your exam.

DO NOT submit a resume in lieu of the required application materials. Incomplete application/examination materials will NOT be considered.

If you do not desire to apply online, application materials are available on the DOR website at <http://www.dor.state.wi.us/hrs/opportun.html>, or by calling the DOR Job Recruitment Line (608)261-8996 or toll free number at (877) 337-8738 or write to Angie Hartwig; DOR; Bureau of Human Resource Services; 2135 Rimrock Road; #6-261; P.O. Box 8931; Madison, WI 53708-8931; FAX (608)266-2825; e-mail: angela.hartwig@dor.state.wi.us. Questions may be referred to Dianne Donlin at (608) 266-2679. Application materials must be received either electronically or by mail/fax on October 11, 2006 by 4:30 p.m.

The Department of Revenue is an EEO/AA/ADA Employer and encourages all to apply including bilingual applicants

STATE APPLICATION INSTRUCTIONS

Search employment opportunities on-line at <http://wiscjobs.state.wi.us>

General Instructions:

- These instructions are for use in completing the *Application for State Employment*, form OSER-DMRS-38.
- You **must** provide the following: **job announcement code, mother's maiden name, last name, mailing address, city, state, zip, type of employment, county(ies) where you will work, and your signature.**
- You must ensure that the completed, signed *Application* is received on or before the announced deadline date, at the specified location. We are not responsible for late, lost, misdirected or damaged mail.
- You may take clean photocopies of the *Application*, printed front and back on one sheet of paper, and submit that as the official application.
- As a veteran with an honorable discharge or a spouse of a veteran, you may be eligible to receive additional points on your civil service scores. Current state employees are not eligible for veterans points. Please view the Veterans Preference Supplement form OSER-MRS-38L, found on-line at <http://oser.state.wi.us/docview.asp?docid=1240>.
- Qualified disabled persons may be eligible for consideration in the interview process. Please complete the Disabled Expanded Certification form DER-MRS-159, found on-line at <http://oser.state.wi.us/docview.asp?docid=1200>.
- The Department of Employment Relations, Employment Services Center, is at 345 West Washington Avenue, Madison, WI 53703, telephone (608) 266-1731, e-mail <mailto:ESC@oser.state.wi.us>.

Step-by-Step Instructions:

1. **CIVIL SERVICE JOB TITLE**
Complete an Application for each job you apply for unless the job titles were announced together in the same single announcement. Enter the job title as it appears in the announcement.
2. **JOB ANNOUNCEMENT CODE(s)**
Job Announcement Code(s) are listed in the heading of the job announcement. **An accurate Job Announcement Code is required to process your application.**
3. **SCORE REUSE**
Check the Score Reuse box if you wish to use your score from the previously administered exam. See your Exam Results Notice from the previously taken exam or call the contact listed in the job announcement to see if your score can be reused. Refer to the *Current Employment Opportunities Bulletin* for more information.
4. **SOCIAL SECURITY NUMBER**
This information is required in order to process your application. Your social security number will help to ensure the accuracy of your application. Current state employees: Some information may be verified with state employment records to be sure your most current data is available with your application.
5. **MOTHER'S MAIDEN NAME**
This information is required in order to process your application. Enter your mother's maiden name or another name or word that will serve as an additional identifier to make your applicant record unique.
6. **HOW DO WE CONTACT YOU?**
You must provide your last name and complete mailing address for us to process your application. Notify us in writing of any changes to your address. Please print your contact information clearly.

State Application Instructions – page 2 of 4

7. LEGALLY AUTHORIZED TO WORK IN THE U.S.

Check YES only if you are one of the following: (1) a citizen or national of the United States, (2) a lawful permanent resident, or (3) an alien authorized to work in the United States.

8. WISCONSIN RESIDENCY

Indicate whether you are a permanent resident of the State of Wisconsin. Wisconsin residency is required only for Limited Term and Project positions.

9. EXAM CITY

Listed below are fourteen cities that host exam centers. If the job for which you are applying requires taking an exam at an exam center (see job announcement for examination requirements), choose only **one** of the locations listed below where you will take that exam. Transfer the code for that city to the *Application*.

<u>Code</u>	<u>City</u>	<u>Code</u>	<u>City</u>	<u>Code</u>	<u>City</u>	<u>Code</u>	<u>City</u>
AD	Ashland	KE	Kenosha	PL	Platteville	WA	Wausau
EC	Eau Claire	LX	La Crosse	RH	Rhineland	WR	Wisconsin Rapids
FD	Fond du Lac	MD	Madison	RL	Rice Lake		
GB	Green Bay	MW	Milwaukee	SU	Superior	OT	Military (see below)

Active Duty Military

Please enter OT in section 9 of the *Application* and provide the requested information on page 2 of the *Application*.

Gender and Race/Ethnicity Information

Gender and race/ethnicity information is used for equal employment opportunity/affirmative action (EEO/AA) purposes only. This information is confidential and is retained by state human resources professionals. If you do provide this information, you may be eligible for further consideration of job opportunities through the State of Wisconsin EEO/AA Plan.

10. GENDER

Check only one box.

11. RACE/ETHNICITY - Check only one box using the following definitions:

Black--Not of Hispanic origin: All persons having origins in any of the black racial groups of Africa.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.

American Indian or Alaska Native: Persons descending from any of the original peoples of North America who possess ¼ degree of documented tribal descendancy or are enrolled with a federally or state recognized tribe, or are recognized by a federally or state recognized tribe as American Indians for state affirmative action purposes.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

White--Not of Hispanic origin: All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

12. BIRTH DATE

Use numbers giving the month/day/year you were born (MM/DD/YYYY). This information is used for administrative purposes only.

13. EDUCATIONAL LEVEL

Check only one box in the *Application*. Indicate your single highest level of education.

14. WORK PREFERENCES: HOURS AND SHIFTS

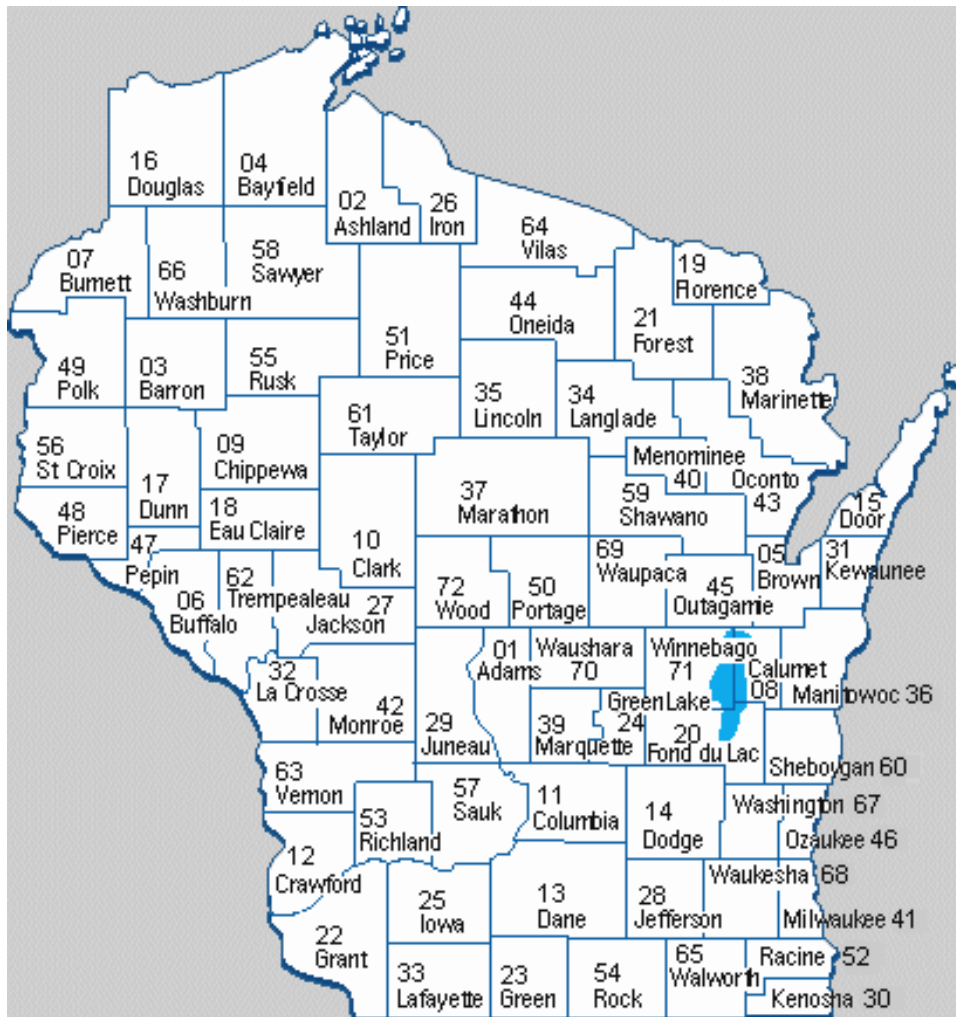
You must include the type of employment you will accept in order for us to process your application. Check all types of work that you will accept.

State Application Instructions – page 3 of 4

15. WHERE WOULD YOU LIKE TO WORK

Select the desired code(s) below for the county or counties where you will accept work and transfer that two-digit number to section 15 in the *Application*. See map below. **We will consider you only for jobs in the locations where you tell us you will work. You must enter at least one code for us to process your application.**

<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>
01 - Adams	16 - Douglas	31 - Kewaunee	46 - Ozaukee	61 - Taylor
02 - Ashland	17 - Dunn	32 - La Crosse	47 - Pepin	62 - Trempealeau
03 - Barron	18 - Eau Claire	33 - Lafayette	48 - Pierce	63 - Vernon
04 - Bayfield	19 - Florence	34 - Langlade	49 - Polk	64 - Vilas
05 - Brown	20 - Fond du Lac	35 - Lincoln	50 - Portage	65 - Walworth
06 - Buffalo	21 - Forest	36 - Manitowoc	51 - Price	66 - Washburn
07 - Burnett	22 - Grant	37 - Marathon	52 - Racine	67 - Washington
08 - Calumet	23 - Green	38 - Marinette	53 - Richland	68 - Waukesha
09 - Chippewa	24 - Green Lake	39 - Marquette	54 - Rock	69 - Waupaca
10 - Clark	25 - Iowa	40 - Menominee	55 - Rusk	70 - Waushara
11 - Columbia	26 - Iron	41 - Milwaukee	56 - Saint Croix	71 - Winnebago
12 - Crawford	27 - Jackson	42 - Monroe	57 - Sauk	72 - Wood
13 - Dane	28 - Jefferson	43 - Oconto	58 - Sawyer	
14 - Dodge	29 - Juneau	44 - Oneida	59 - Shawano	
15 - Door	30 - Kenosha	45 - Outagamie	60 - Sheboygan	
				99 - All Counties



Cities with population of more than 100,000:

- Madison (state capital) is in Dane County, code 13
- Milwaukee (largest city) is in Milwaukee County, code 41
- Green Bay is in Brown County, code 05

State Application Instructions – page 4 of 4

16. HOW DID YOU FIND OUT ABOUT THIS JOB?

Please identify the source(s) of information that led you to apply for this vacancy.

16(K) Wisconsin Colleges/Universities: If applicable, use the codes below to identify the Wisconsin College or University where you learned about this job opportunity. Enter a code from the list below in section 16(K) of the *Application* form.

<u>Code</u>	<u>College/University</u>	<u>Code</u>	<u>College/University</u>	<u>Code</u>	<u>College/University</u>
01 -	Alverno College	22 -	Moraine Park Technical	43 -	UW-Marinette
02 -	Beloit College	23 -	Mount Mary College	44 -	UW-Marshfield/Wood County
03 -	Blackhawk Technical	24 -	Mount Senario College	45 -	UW-Milwaukee
04 -	Cardinal Stritch University	25 -	Nicolet Area Technical	46 -	UW-Oshkosh
05 -	Carroll College	26 -	North Central Technical	47 -	UW-Parkside
06 -	Carthage College	27 -	Northeast Wisconsin Technical	48 -	UW-Platteville
07 -	Chippewa Valley Technical	28 -	Northland College	49 -	UW-Richland
08 -	Concordia University	29 -	Ripon College	50 -	UW-River Falls
09 -	Edgewood College	30 -	Silver Lake College	51 -	UW-Rock County
10 -	Fox Valley Technical	31 -	Southwest Wisconsin Technical	52 -	UW-Sheboygan
11 -	Gateway Technical	32 -	St. Norbert College	53 -	UW-Stevens Point
12 -	Lakeland College	33 -	UW-Baraboo/Sauk County	54 -	UW-Stout
13 -	Lakeshore Technical	34 -	UW-Barron County	55 -	UW-Superior
14 -	Lawrence University	35 -	UW-Eau Claire	56 -	UW-Washington County
15 -	Madison Area Technical	36 -	UW-Fond du Lac	57 -	UW-Waukesha
16 -	Marian College	37 -	UW-Fox Valley	58 -	UW-Whitewater
17 -	Marquette University	38 -	UW-Green Bay	59 -	Viterbo College
18 -	Mid-State Technical	39 -	UW-La Crosse	60 -	Waukesha County Technical
19 -	Milwaukee Area Technical	40 -	UW-Madison	61 -	Western Wisconsin Technical
20 -	Milwaukee Institute of Art & Design	41 -	UW-Manitowoc	62 -	Wisconsin Indianhead Technical
21 -	Milwaukee School of Engineering	42 -	UW-Marathon County	63 -	Wisconsin Lutheran College

16(L) Newspapers: If applicable, use the codes below to identify the newspaper where you learned about this opportunity. Enter a code from the list below in section 16(L) of the *Application* form.

<u>Code</u>	<u>Newspaper</u>	<u>Code</u>	<u>Newspaper</u>	<u>Code</u>	<u>Newspaper</u>
01 -	Appleton Post-Crescent	14 -	La Crosse Tribune	27 -	Stevens Point Journal
02 -	Ashland Daily Press	15 -	Madison Capital Times	28 -	Umoja
03 -	Beaver Dam Daily Citizen	16 -	Madison Times	29 -	Watertown Daily Times
04 -	Beloit Daily News	17 -	Madison Wisconsin State Journal	30 -	West Bend Daily News
05 -	Campus Newspaper	18 -	Manitowoc Herald Times Reporter	31 -	Wisconsin Rapids Daily Tribune
06 -	Chippewa Falls Herald	19 -	Marshfield News Herald		
07 -	Eau Claire Leader-Telegram	20 -	Milwaukee Journal Sentinel		<u>Out-of-State Newspapers</u>
08 -	Employment Times	21 -	Milwaukee Times	32 -	Chicago Sun-Times
09 -	Fond du Lac Reporter	22 -	Now Hiring	33 -	Chicago Tribune
10 -	Green Bay News Chronicle	23 -	Oshkosh Northwestern	34 -	Minneapolis Star-Tribune
11 -	Green Bay Press Gazette	24 -	Racine Journal Times	35 -	Rockford Register Star
12 -	Janesville Gazette	25 -	Shawano Leader	36 -	St. Paul Pioneer Press
13 -	Kenosha News	26 -	Sheboygan Press	37 -	Wall Street Journal

17. REFERRAL PERMISSION

Check yes to give us permission to refer your name to other public employers such as state agencies, universities, and city and county governments. Your response will not affect your eligibility for state employment.

* Required items

- Administrative Use Only

16. **How did you hear about this job?** Check all that apply.

<input type="checkbox"/> A Internet: <i>Select below.</i>	<input type="checkbox"/> M Current State Employee
<input type="checkbox"/> B http://jobs.der.state.wi.us	<input type="checkbox"/> N Radio Ad
<input type="checkbox"/> C www.wisconsin.gov	<input type="checkbox"/> O Television Ad
<input type="checkbox"/> D DWD/JOBNET	<input type="checkbox"/> P Job Fair
<input type="checkbox"/> E other career sites	<input type="checkbox"/> Q State Workshop
<input type="checkbox"/> F state agency web site	<input type="checkbox"/> R Library
<input type="checkbox"/> G Department of Employment Relations	<input type="checkbox"/> S W-2 SET/SEO Services
<input type="checkbox"/> H Job Service/Job Center	<input type="checkbox"/> T Direct Mail
<input type="checkbox"/> I Another State Agency	<input type="checkbox"/> U Current Employment Opportunities Bulletin
<input type="checkbox"/> J Community Organization	<input type="checkbox"/> V Other
<input type="checkbox"/> K Wisconsin College/University: See list of codes in instructions; enter College/University code here: _____	
<input type="checkbox"/> L Newspaper: See list of codes in instructions; enter Newspaper code here: _____	

17. **Referral Permission:** State agencies and universities may search our database for applicants with specific skills or experiences. Do you wish to have your application available to other state agencies, universities, and city and county governments?
☐ Yes ☐ No

Active Duty Military: We will test active duty military members stationed out of state who are unable to test at our regularly scheduled exam centers. We will test only at approved U.S. military installations and only if the exam is administered by a Test Control Officer or equivalent person. Please provide the following information for the person who has agreed to administer the exam. A fee may be charged for this service.

Exam Administrator: Last Name: _____ First Name: _____ M.I.: _____

Title: _____ Agency: _____

Complete Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Certification Statement

I certify that the information I have provided in this application is true to the best of my knowledge and I understand that I may be required to verify the information before being appointed. I understand that any false, misleading, or missing information may disqualify me from employment consideration.

☐ I agree. ☐ I disagree. ***Signature:** _____ **Date:** _____

INSTRUCTIONS

PROPERTY ASSESSMENT TECHNICIAN 3

1. Complete the enclosed examination for the position of **Property Assessment Technician 3 (Selected Areas)**.
2. Please complete the Affidavit Certification Statement and return.
3. Answer each exam question separately by indicating the appropriate letter. **DO NOT PROVIDE A RESUME OR WORK SAMPLES** in lieu of any part of this examination unless they are specifically requested. Resumes or work samples will not be reviewed during the scoring process. DO NOT write your name on any pages that contain your answers. Write **ONLY** your social security number at the top of the pages containing your answers.
4. **INCOMPLETE OR ILLEGIBLE APPLICATION MATERIALS WILL NOT BE PROCESSED AND WILL BE FAILED!**

Return the completed questionnaire to:

DOR, HUMAN RESOURCE SERVICES
DIANNE DONLIN
2135 RIMROCK ROAD, #6-261
PO BOX 8931
MADISON, WI 53708-8931

YOUR RESPONSE MUST BE IN THIS OFFICE NO LATER THAN 4:30 P.M. ON OCTOBER 11, 2006.

Following the deadline, you will then receive a notice, which tells you your exam results.

Contact Information: Questions should be directed to DIANNE DONLIN at (608) 266-2679, e-mail: ddonlin@dor.state.wi.us.

AFFIDAVIT CERTIFICATION STATEMENT

Property Assessment Technician 3 Job Announcement Code: 06-03071

Please read the following statements, sign below, fill out the information requested, and return this form attached to your completed examination materials.

I understand that this exam is a screening device used prior to the interview and that the practice or attempt to practice any deception or fraud will result in my application being withdrawn or that I will be removed from the position if I am hired.

WISCONSIN ADMINISTRATIVE CODE

Section ER-MRS 6.10, Wis. Adm. Code, states ". . . the administrator may refuse to examine or certify an applicant, or may remove an applicant from a certification:

- (5) Who has made a false statement of any material fact in any part of the selection process;
- (7) Who practices, or attempts to practice, any deception or fraud in his or her application, certification, examination or in securing eligibility or appointment;
- (10) Who has in any manner gained access to special or secret information regarding the content of an examination."

WISCONSIN STATUTES:

Section 230.43, Wis. Stats., "Misdemeanors; how punished. (1) Obstruction or falsification of examinations. Any person . . . (c) who willfully or corruptly makes any false representations concerning the same (examination) . . . or (d) who willfully or corruptly furnishes any person any special or secret information ... shall for each offense be guilty of a misdemeanor.

(3) Penalty. Misdemeanors under this section are punishable by a fine of not less than \$50.00, nor more than \$1,000.00, or by imprisonment for not more than one year or both."

I certify that I have read and acknowledge that I understand the preceding two excerpts from the Wisconsin Administrative Code, ER-MRS 6.10, and Wisconsin Statutes, s. 230.43 which relate to security of examination information and falsification of information in any part of the selection process. I also certify that my responses to the questions on this Objective Inventory Questionnaire are true to the best of my recollection and that I can document these experiences if required to do so at some future date.

SIGNATURE: _____ DATE: _____

NAME (PRINT): _____ SSN: _____

ADDRESS: _____ HOME: _() _____

CITY, STATE, ZIP: _____ WORK: _() _____

WISCONSIN DEPARTMENT OF REVENUE

Property Assessment Technician 3 – Objective Inventory Questionnaire	Social Security No. _____-_____-_____
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The following section lists typical task or activity experiences that are related to one or more of the job duties of this Property Assessment Technician 3 position. Please read each item carefully and select the "**EDUCATION OR TRAINING RESPONSE CRITERIA**" AND the "**PROFESSIONAL WORK EXPERIENCE RESPONSE CRITERIA**" found below which best describes your experience with each task or activity. *NOTE: You may be asked to substantiate any claim that you make.*

EXPERIENCE RESPONSE CRITERIA

EDUCATION OR TRAINING (EOT)		PROFESSIONAL WORK EXPERIENCE (PWE)	
A	I have not been trained in this activity.	A	I have not performed this activity.
B	I have taught myself this activity.	B	I have performed this activity with some assistance.
C	I have formal classroom training or job training for this activity.	C	I have performed this activity independently.
D	I have earned academic credit relating to this activity.	D	I have trained or led others to perform this activity.

<i>EXAMPLE</i>	EOT	PWE
<i>Mapped metes and bounds legal descriptions</i>	5. C	6. C

TECHNICAL ➡ QUESTIONS 1-40		
TASK OR ACTIVITY STATEMENT	EOT	PWE
Interpreted data from an assessment roll.	1.	2.
Prepared Property Record Cards.	3.	4.
Mapped metes and bounds legal descriptions.	5.	6.
Prepared sample appraisal data for analysis.	7.	8.
Researched real estate related data at a county level.	9.	10.
Prepared Real Estate Transfer Returns.	11.	12.
Downloaded data from an assessment roll.	13.	14.
Used a cost based computerized listing system.	15.	16.
Measured and inspected buildings.	17.	18.
Completed dispersion studies to project changes in value.	19.	20.
Compiled data into a computer appraisal program for analysis.	21.	22.
Prepared agricultural sales for fielding.	23.	24.

CONTINUED ON NEXT PAGE

TECHNICAL - Continued		
TASK OR ACTIVITY STATEMENT	EOT	PWE
Processed forms for Tax Incremental Finance Districts.	25.	26.
Processed Computer Exemption Reports.	27.	28.
Developed computer program applications.	29.	30.
Set up documents using Power Point or equivalent programs.	31.	32.
Set up documents using Excel or equivalent programs.	33.	34.
Set up documents using MS Word or equivalent programs.	35.	36.
Set up documents using Access or equivalent programs.	37.	38.
Experience with main frame computer applications.	39.	40.
LEAD WORKER ⇨ QUESTIONS 41-60		
TASK OR ACTIVITY STATEMENT	EOT	PWE
Written procedural manuals.	41.	42.
Assigned work to people in a lower level positions.	43.	44.
Reviewed work of people in lower level positions.	45.	46.
Developed performance goals for people in lower level positions.	47.	48.
Trained employees in new procedures.	49.	50.
Offered advice on technical issues related to my position.	51.	52.
Attended workshops or seminars on managing people.	53.	54.
Established work plans.	55.	56.
Established budgets.	57.	58.
Served on a team.	59.	60.

GENERAL WORK ACTIVITIES ⇨ QUESTIONS 61-82		
TASK OR ACTIVITY STATEMENT	EOT	PWE
Conducted telephone conversations with the general public.	61.	62.
Conducted telephone conversations with local municipal officials.	63.	64.
Made presentations to small groups of individuals.	65.	66.
Made presentations to large groups of individuals.	67.	68.

Social Security No. _____ - _____ - _____

<i>GENERAL WORK ACTIVITIES - Continued</i>		
TASK OR ACTIVITY STATEMENT	EOT	PWE
Responded to questions or queries in writing.	69.	70.
Processed claims for payment.	71.	72.
Regularly met members of the general public in a walk in situation.	73.	74.
Explained employee benefit system to new employees.	75.	76.
Compiled reports from a leave accounting system.	77.	78.
Used office machines (such as a calculator, postage meter, photocopier, FAX).	79.	80.
Processed incoming and outgoing mail.	81.	82.

The End

14. POSITION SUMMARY:

This is lead technical property appraisal/assessment work providing support services to the professional property appraisal/assessment staff in the Equalization Section Property Tax district office. Employees in this class are assigned a wide range of technical tasks involving the recording, collection, compilation, and processing of data relating to the property appraisal/assessment functions. The lead worker technical functions performed at this level would constitute a substantial amount of the position time.

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION:

TIME %GOALS AND WORKER ACTIVITIES

75%	<u>GOAL A:</u>	Provide lead worker support in the annual establishment of the equalized values for each taxation district in the State.
	A1:	Establishes work priorities, assigns and reviews work of lower level technicians.
	A2:	Trains new employees in unit procedures and policies.
	A3:	Participates in developing, revising, and implementing policies and procedures.
	A4:	Prepares and maintains the sales file, which includes numbering and validation of all Processes real estate transfer returns according to standard procedures.. Obtains assessed values of properties recently sold.
	A5:	Prepares Draws maps, plats, and charts to be utilized by the professional appraisal staff.
	A6:	Organizes appraisal data and records the appraisers estimate of value to appropriate summaries and reports.
	A7:	Assists the Property Assessment Specialist involved in less complex property assessment and appraisal projects.
	A7:	Posts data to input forms for data processing and Develops and maintains control logs and forms and ledgers for equalization systems.
	A8:	Performs data entry and file maintenance to systems through the use of data processing equipment as directed.
	A9:	Prepares field review files for appraisal staff. Prepares files used in the fielded sales program or other special programs.
		materials for the professional staff to be used in appraisals and also forms used in the fielded sales program or other special programs.
	A10:	Coordinates the validation and processing of tax incremental district reports and exempt computer reports received from municipalities.
	A11:	Prepares exhibits for appeals, hearing and court proceedings.
	A12:	Acts as a liaison for the technical staff.
25%	<u>GOAL B:</u>	Improved administration of the assessment and equalization process.
	B1:	Assists in the design, development and testing of new PC applications and mainframe systems.
	B2:	Attends classroom instruction to become familiarized with the latest techniques.
	B3:	Assists in packing and arranging materials for assessor schools.
	B4:	Assists in the screening of incoming visitors and telephone calls providing information to municipal officials, government agencies, and the general public of routine questions and directs more complex problems to appropriate professional staff.
	B5:	Assists in providing further general administrative support as directed by the Property Assessment Office Supervisor.
	B6:	Serve as a member of Quality Improvement Teams as appointed.
	B7:	Process lottery prize claims using Lottery Division's computer system and camera equipment and following specific procedures outlined by the Lottery Division. Issue checks where appropriate while maintaining strict security during entire process.
	B8	Trains/cross trains and performs tasks as directed by SLF management to assist other areas of the Division when collaborative efforts are needed to operate more efficiently and meet our statutory requirements. Provide training/cross training when applicable.